

Title: TEST ENGINEERING AND EVALUATION DIVISION QUALITY MANUAL DIVISION DOCUMENTS AND DOCUMENT CONTROL	Section Five	Revision No.: OD	Effective Date: 31 JAN 97
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SECTION 5

DIVISION DOCUMENTS AND DOCUMENT CONTROL

1. General Policy. The Division defines the purpose, scope, and retention of Quality System documents. We review and approve all documents prior to issue. Quality Assurance(QA) issues the Quality Manual and Standard Operating Procedures (SOPs). Engineering branches issue product drawings and specifications. Other documents are issued directly by the departments to which they pertain. Appropriate documents are available at locations where they are used. Each Division staff function and branch has and maintains a copy of the Quality Manual. Only the Division Head is authorized to approve and issue changes/revisions to the Quality Manual. Obsolete documents are removed from points of use. The Quality Assurance (QA) Manager ensures that documents are controlled in accordance with established procedures.

2. Quality System Documentation. The Division Quality System documentation is comprised of the following types of documents:

- a. Quality Manual
- b. Standard Operating Procedures (SOPs).
- c. Work instructions, process procedures and internal Command standards
- d. Applicable standards (e.g., DOD, MIL, etc.)
- e. Product drawings, bills of materials, and other sponsor/customer specifications
- f. Production and quality plans

Procedures SOP D65-05-01, Division Quality System Documentation, and SOP D65-05-02, Division Document Control, define the purpose, scope, responsibility and methodology for issuing and controlling various types of documents.

3. Quality System Document Approval and Issue. Anyone in the organization may initiate documents and document changes, but only an authorized department may issue them. Procedure SOP D65-05-01, Division Quality System Documentation, and SOP D65-05-02, Division Document Control, define the authorized departments and the rules governing issue and control of documents. All documents are reviewed and approved prior to issue.

4. Document Distribution. Documents are distributed to personnel who require them and locations where they are used. When required, documents display a Distribution List. Document distribution process requirements are contained in Procedure SOP D65-05-02, Division Document Control.

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5. Document Changes. Only the Division staff function or branch that issued the original document may authorize document changes. Document revisions are distributed with a change brief showing what has changed. Obsolete material is removed. Each branch maintains a master list specifying the latest issues and revisions of its documents. The Division staff engineer and QA are responsible for maintenance of the Division Quality Manual. Only the Division Head is authorized to approve and issue changes/revisions to the Quality Manual.